

CASEM

Award Committee: Terms of Reference

| CASEM Award Committee | |
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| Description | The Committee appointed by the Board for the purposes of identifying and nominating suitable candidates for awards both within and outside of the Academy. |
| Mandate | The Award committee's purpose is to recognize, promote and celebrate member's outstanding achievements by submitting suitable candidates for CASEM awards to the Board of Directors as well as nominating members for awards outside of CASEM. |
| Key Duties | <p>The Committee is advisory in nature and not decision-making. The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> • identify, publicize, and solicit nominations for CASEM's awards throughout the year • review all nominations received for CASEM's awards • evaluate and rank nominations for presentation to the Board of Directors • review the selection criteria for awards and recommend changes or creation of new awards to the Board of Directors, as appropriate • identify and solicit nominations for awards outside of CASEM including, but not restricted to, other medical organizations, societies, and associations. |
| Authority | The Committee will exercise its authority in accordance with the By-laws and such additional provisions as are set out in this Terms of Reference and will do so without interference from the Board. |
| Composition | <p>The composition of the committee should be an appropriate mix of perspectives, specialties, and expertise with regional and gender diversity to enable the achievement of the committee's purpose.</p> <p>Composition: Chair 4 Members at Large</p> <p>Restrictions: Members must have the Diploma in Sport and Exercise Medicine.</p> <p>Term The committee chair and members will serve an initial three-year term, unless extended otherwise by the Board. Terms may be renewable up to two terms. The Board may remove any member of the Committee at any time and for any reason.</p> |

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| Meetings | The Committee will meet as needed with at least one required meeting before the fall Board meeting. Meetings will be by telephone, virtual or in person, as required. Meetings will be at the call of the Chair. |
| Resources | The Committee will receive the necessary resources from CASEM, as dictated by the Board of Directors, to fulfill its mandate. |
| Reporting | The Committee will report to the Board of Directors. The Chair or a representative from the committee will attend the fall Board meeting either virtually or in-person. |
| Approval and Review | The Board will review these Terms of Reference as required. |
| Other | When a potential conflict of interest arises, the Chair of the committee should manage the conflict on a case-by-case basis. CASEM values and encourages Equity, Diversity, and Inclusion in all of its nominations and awards. |